

## *Schedule of Records Retention and Disposition Policy*

<b>RECORD TITLE AND DESCRIPTION</b>	<b>RETENTION PERIOD</b>
Indirect Cost Rate and Fringe Rate Proposals	7 years
Annual Inventories - Departmental inventory of all the materials, machinery, tools	7 years
Depreciation Schedules and support	Permanent
Contracts - Legal agreements with individuals, organizations, or entities to procure goods and/or services	Maintain as necessary until no longer of administrative, fiscal or legal value
Correspondence - Messages sent and received by any media, including letters, memoranda, faxes, email messages, miscellaneous communications, etc.	Until no longer of administrative value
Travel expenditure and authorization sheets	7 years
Grants - Agreements, Applications, etc.	Permanent
Receipts - Transactions documenting the receipt and deposit of monies received	7 years
Payroll Records - Records that document employee time, pay and retirement. Time input records, Time Cards, Payroll Timesheets, Leave Requests, Payroll Reports, Payroll Tax Reports, Workers' Compensation Returns, Personnel Files, etc.	Permanent
Management and Operations Reports - Reports generated for operational analysis purposes	7 years
Annual Fiscal Reports, Financial Statements, General Journals and Chart of Accounts	Permanent
Statistical Reports - Reports that identify operational statistics submitted to governmental agencies	Permanent
Annual and Triennial Audits - Required federal and/or state audits	Permanent

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Expense Records - Copies of Purchase Orders, Requisitions, Invoices, Billing Records, Receipt documents, and Travel expense records	7 years after fiscal year, provided the audit is finished
Insurance Policies, Records, Claims and Accident Reports	Permanent
Audit trail files - Data generated during the creation of a database during the processing cycle	2 months
Blank Forms - Obsolete, unessential or superseded forms and stock	Destroy Immediately
Copies - Extra internally duplicated copies of official records, used for reference or reading	Destroy Immediately
Bulletins, Posters and Notices - Information used for the sole purpose of informing people of events or other activities, including unsolicited announcements, invitations, etc., not filed as evidence of office operations.	Destroy Immediately
Correspondence - Executive -Administration of their Office and Information concerning agency policies, fiscal, legal and personnel matters.	Permanent
Correspondence - Personal - Any paper or electronic document received and not defined as business related	Destroy Immediately
Correspondence - Internal correspondence from various individuals, companies, or organizations requesting information pertaining to local and legal interpretation and other misc. information.	7 years
Correspondence - Routine - Referral letters, request for routine information, answered by standard form letters	7 years

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Departmental Policies & Procedures - Adopted and/or implemented, substantial reports and policy studies	Permanent
Minutes of Executive Committee, Full Commission and Technical Advisory Committee Meetings	Permanent
Monthly and Weekly Reports - Documents that show the status of on-going projects and issues and that advise supervisors of various events and issues	7 years
System Backup Files - To restore system in case of disaster or destruction	Month end - 1 year Year end - 7 years
Tape Recordings and/or Hand Written Notes - Verbatim recordings of meetings later summarized in other written official proceedings or minutes	Destroy after the approval of the official records.
Transient Documents - Telephone messages, drafts, and other documents which serve to convey information of temporary importance in lieu of oral communication	Destroy Immediately
Recovery Media - Records relating to the protection and reestablishment of computer operating systems, data processing services, equipment and data (back-up files) in case of disaster. One copy to be stored off-site.	Until updated, superseded, or obsolete
Health Insurance Forms - Current and former employee's historical insurance forms	7 years
Public records requests - ORC 149.43 - Requests to inspect and review public records to include logs	7 years